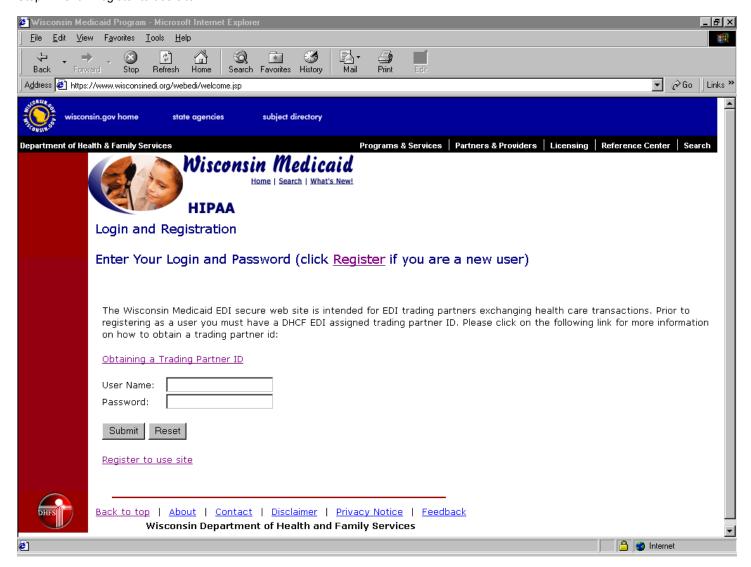
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TRADING PARTNER TESTING VERIFICATION FORM COMPLETION INSTRUCTIONS EDI USER REGISTRATION

In addition to completing a trading partner profile form and obtaining a trading partner identification number, the DHCF requires trading partners to establish at least one secure logon identity and corresponding password for an authorized to exchange electronic transactions. Trading partners are not limited on the number of logon identities that can be obtained. Following are the instructions for EDI user registration.

Step 1 – Logon to the EDI web site at www.wisconsinedi.org.

Step 2 - Click Register to use site



TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS ATTACHMENT II

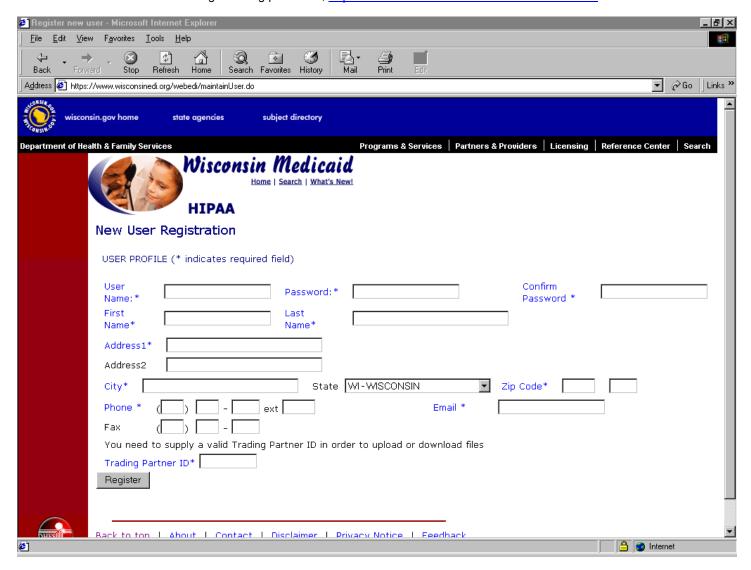
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Step 3 - Enter required fields and click Update.

User Name must contain at least 6 characters.

Password must contain at least 6 characters, including one numeric digit.

Please note that while the Trading Partner ID is not required for registration, you must have a DHCF EDI assigned trading partner ID in order to exchange electronic transactions. Please reference the Trading Partner Letter and Profile Form Instruction on the DHFS web site for more information on obtaining a trading partner ID, http://www.dhfs.state.wi.us/medicaid9/edi/edi/htm.



TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS ATTACHMENT II

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Trading partners will receive the following screen indicating a successful registration. Users may modify their profile by clicking on the profile tab.

Please refer to Attachment III of the Trading Partner Verification Completion Instructions for information on exchanging electronic transactions.

